



The California Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

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www.mrmib.ca.gov

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JOB OPPORTUNITY BULLETIN

Join an exciting, fast-paced, and highly visible office!

Close to Bus Routes, Light Rail, & Parking Garages

Associate Administrative Analyst- Accounting Systems

Monthly Salary: \$4,316-\$5,247

1 Permanent/Full-Time Vacant Position

Location: Downtown Sacramento

Position Number: 443-300-5304-002

Job ID Number: 06-019

Final Filing Date: UNTIL FILLED

General Statement of Duties:

This is a rewarding and exciting job which designs and maintains the Board's financial and payment processes which are key to providing vital health insurance for uninsured and underinsured Californians, including over 700,000 children.

This incumbent reports directly to the Accounting Administrator I (Supervisor) who serves as the Financial Operations Officer.

Specific duties include, but are not limited to, the following:

Analyze data provided by health plans; reconciling billing information and developing payment systems in compliance with state and federal laws, rules and regulations.

Assist in rate development for the Board's insurance programs.

Develop, plan, implement, and evaluate systems to capture revenue and expenditure levels on a monthly basis.

Maintain a cooperative working relationship with all contracted health plans, state agencies, counties and client base.

Essential Qualifications:

1. Effectively communicate orally and in writing with management, co-workers and the public.
2. Ability to multi-task and meet deadlines.
3. Demonstrates a commitment to exceptional performance of duties in a service-oriented manner.

4. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
5. Maintains good work habits and adheres to all policies and procedures.
6. Demonstrates the ability to work independently as well as a member of a team.
7. Ability to follow written and verbal directions.
8. Have excellent attendance and reliability.

Desirable Qualifications:

- A. Strong knowledge of and ability to apply state and federal accounting principles and practices.
- B. Excellent customer service, writing and interpersonal communication skills.
- C. Experience with system development projects.
- D. Ability to be responsive to the needs of the public, employees of MRMIB and other agencies.
- E. Ability to analyze situations and take effective action using initiative, resourcefulness and good judgment.
- F. Possess strong computer skills in Microsoft Excel, Word, Access and Outlook.

Who May Apply:

Individuals at the Associate Administrative Analyst- Accounting System level or who have list or reinstatement eligibility to this classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees.

Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov), with Job ID Number **06-019** and Position Number **443-300-5304-002** written in Section 12 of the application, to:

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Tennille J. Haberman- Personnel**

Final filing date: UNTIL FILLED

If you have questions regarding this information, contact Kimberly Fong at (916) 319-9361 or via email at KFong@mrmib.ca.gov.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.